

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - ATASCADERO
FORENSIC SERVICES**

SENIOR PSYCHIATRIST, SUPERVISOR
(Chief of Forensic Services)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the direction of the Medical Director, the Senior Psychiatrist, Supervisor will supervise the Senior Psychiatrist, Specialists and Staff Psychiatrists who perform forensic evaluations and related services, as well as the Senior Psychologist, Supervisor. Through the Senior Psychologist, Supervisor, they will also provide supervision of the Senior Psychologist, Specialists. They will consult with the hospital Executive Team on matters related to the forensic mission of the hospital; act as liaison with members of the medical staff and other clinical specialties, monitor quality and quantity of work of those staff they supervisor and provide consultation and evaluation as needed. They will provide expert evaluation and forensic consultation to courts and State agencies as directed by the Medical Director.

DEPARTMENT ADMINISTRATION/ORGANIZATIONAL PERFORMANCE - 40 %

The Chief of Forensic Services (Senior Psychiatrist, Supervisor) supervises and participates in direct care and forensic evaluation of patients, and in all the duties and functions of the Staff Psychiatrists, as needed, including but not limited to:

1. **Consults on issues pertaining to diagnosis, treatment, and forensic recommendations of Penal Code and civilly committed patients.**
2. **Reviews and evaluates forensic reports to courts, and Board of Prison Terms; advises on issues pertaining to retention or release of forensic patients, extension of commitment, and transfer between hospitals, CDCR, parole, and conditional release.**
3. As Chair of the Forensic Review Panel, assure all forensic reports are in compliance with the DSH policies and procedures.
4. Maintain regular communication with the elected Chair of the Department of Psychiatry and the elected Chief of Staff to deal with departmental processes, problems, standards, and medical practice issues.
5. Promote a norm of non-violence.

6. Promote and comply with the Equal Employment Opportunity goals of the hospital.
7. Maintain communication, as needed, with Program Directors and Clinical Administrator to handle issues, problems, and assignments related to forensic services and to specific Program concerns.
8. Represent the Medical Director, as appropriate, in their absence.
9. **Consult with the Medical Director and Chief Psychiatrist in the assignment of psychiatric staff to Forensic Services.**
10. **Consult, as appropriate, with the Chiefs of other clinical disciplines (Psychology, Social Work, Rehabilitation, Nursing) to promote appropriate forensic documentation throughout the hospital.**
11. Provide guidance (and counseling) as needed to all psychiatric staff regarding the hospital wide prohibition of any form of sexual harassment.
12. Maintain an "open door policy" to consult with individual staff psychiatrists on issues of forensic principles and practice.
13. **Promotes principles of effective forensic documentation within the psychiatric staff.**
14. Promotes communication between forensic evaluators and clinical treatment teams.
15. **Formulate local procedures and hospital policies pertaining to clinical forensic services functions.**
16. **Work with outside agencies, Executive Team members, and other state hospitals to evaluate, organize, develop and implement statewide policies and procedures.**
17. **Serve as the representative for the hospital at the statewide Forensic Meetings**
18. Analyzes and resolves complex problems by providing consultation and evaluation of patient(s), communicating effectively with appropriate courts, attorneys, Conditional Release Programs and outside agencies.

PERSONNEL MANAGEMENT AND SUPERVISION - 40 %

1. The Senior Psychiatrist, Supervisor is responsible for direct supervision of Senior Psychiatrist, Specialists; Staff Psychiatrists; and the Senior Psychologist, Supervisor assigned to Forensic Services.
2. The Senior Psychiatrist, Supervisor is responsible for the supervision of the Senior Psychologist, Specialists through the Senior Psychologist, Supervisor assigned to Forensic Services.
3. **Assure that performance standards of psychiatric and forensic practice conform to hospital policy, Department of State Hospital policy, and relevant State laws.**
4. **This compliance shall be reflected in timely, accurate, and appropriate employee annual performance evaluations that reflect essential duties as stated in the duty statement.**
5. **For assigned psychiatrists on probationary status, maintain a performance file and, in conjunction with the assigned proctor, prepare and submit required probationary reports.**
6. **Assist in orientation and training of new Staff Psychiatrists with emphasis on the required clinical forensic knowledge for the facility.**

LEADERSHIP AND MEDICAL STAFF RESPONSIBILITIES - 20 %

1. Maintain effective relationships with Departments of Psychology and Psychiatry in order to meet operational needs to achieve the hospital's stated mission.
2. Effectively communicate policies and procedures.
3. Attend Departmental meetings and assigned committee meetings to obtain input from staff and to represent to the Medical Staff the forensic interests of the institution.

2. SUPERVISION RECEIVED

Medical Director

3. SUPERVISION EXERCISED

Senior Psychiatrist, Specialists assigned to forensics
Staff Psychiatrists assigned to forensics
Senior Psychologist, Supervisor assigned to forensics

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles and methods of psychiatry, general medicine, neurology, and surgery and skill in their application; current developments in the field of psychiatry, psychiatric hospital organization and procedures; principles and applications of psychiatric social work, clinical psychology, physical therapy, various rehabilitative therapies, and other ancillary medical services; principles and techniques of psychiatric research; principles and practices of effective supervision and directing the work of others.

SKILL IN:

Applying the principles and methods of psychiatry and general medicine.

ABILITY TO:

Coordinate and participate in psychiatric research; direct and coordinate the work of a professional staff; analyze situations accurately and take effective action; understand and effectively carry out State and departmental equal employment opportunity and affirmative action policies; effectively contribute to the department's affirmative action objectives.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of patients/clients being served. Demonstrates knowledge of growth and development of the following age categories: ☒ Adult ☒ Geriatric

THERAPEUTIC STRATEGIES & INTERVENTIONS

Applies and demonstrates knowledge of TSI principles. Applies and demonstrates knowledge of correct methods of self-protection and physical stabilization of patients displaying imminently dangerous behaviors.

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Familiarity with the DSH-A Administrative Manual, especially those Administrative Directives which relate to the function of Medical Staff; familiarity with the Medical Staff Bylaws and Medical Staff Rules and Regulations of DSH-A.

TECHNICAL PROFICIENCY

Knowledge of W&I Code 660 et. seq., PC 2960 et. seq., W&I Code 5000 et. seq., PC 1368 et. seq., PC 1026 et. seq., PC 2684, PC 2970, PC 2974, and applicable appellate case law.

RELATIONSHIP SECURITY

Demonstrates professional interactions with patients and maintains therapeutic boundaries.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess the legal requirements for the practice of medicine in California as determined by the California Board of Medicine or California Board of Osteopathy.
- Possess a valid board certification in psychiatry issued by the American Board of Psychiatry and Neurology, or by the American Osteopathic Board of Neurology and Psychiatry.

7. TRAINING - Training Category = 10

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee's Name
Chief of Forensic Services

Date

Valerie Davis, M.D.
Medical Director (A)

Date

Jason Black
Executive Director

Date